Anness A

Ministry:	*Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir*	**GVERN TA' MALTA** MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL-PORT IL-KBIR
Job Title:	*Assistant Manager*	

Dmirijiet u Responsabbiltajiet

i. Jgħin fl-amministrazzjoni tat-trasport u l-loġistika fi ħdan il- Ministeru, jappoġġja d-Diviżjonijiet, id- Direttorati u l-entitajiet tal-Ministeru, u jżomm kuntatt xieraq dwar kwistjonijiet ta' interess komuni;
ii. Jipproponi, jimplimenta u jissorvelja sistemi u prattiki tax-xogħol li jinvolvu t-twettiq effiċjenti u effettiv ta' dmirijiet fil-qasam tat-trasport u l-loġistika;
iii. Jgħin u jagħti pariri fir-rigward tal-manutenzjoni u l-manutenzjoni ta' assi mobbli u immobbli fil-Ministeru;
iv. Jikkoordina, iżomm rekords, isegwi u jwettaq dmirijiet anċillari relatati ma' kontijiet, nefqa u kwistjonijiet oħra li għandhom x'jaqsmu ma' Utilitajiet u Kera, u jamministra riżorsi finanzjarji u riżorsi oħra b'mod effiċjenti partikolarment fejn jikkonċerna l-akkwist ta' assi ġodda;
v. Jassisti lit-Taqsima tal-Ivvjaġġar tal-Ministeru;
vi. Jikkoordina funzjonijiet relatati ma' ħwienet u provvisti fl-Uffiċċju Prinċipali tal-Ministeru, inklużi xiri, distribuzzjoni, kontroll, żamma ta' rekords u funzjonijiet anċillari, u jipprovdi appoġġ orizzontali simili lid-dipartimenti li jaqgħu taħt l-Ministeru kif meħtieġ mid-Direttur;
vii. Jgħin fl-amministrazzjoni tal-flotta tal-vetturi u, fejn meħtieġ, jassisti fit-tfassil ta' pjan ta'sostituzzjoni għal vetturi eżistenti mhux effiċjenti, filwaqt li jattendi għall-manutenzjoni u rekwiżiti oħra relatati mal-flotta tal-vetturi, inkluża azzjoni relatata ma' vetturi mikrija kif meħtieġ waqt li jissorvelja l-konsum tal-fjuwil tal-vetturi;
viii. Jikkoordina s-servizzi tat-tindif fuq bażi korporattiva u jassisti fi kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
ix. Imexxi u jissorvelja l-progress fuq siti fejn l-implimentazzjoni tal-proġetti tal-Ministeru għaddejjin;
x. Jabbozza offerti u talbiet għal kwotazzjonijiet kif meħtieġ mill-Ministeru u jsegwi l-proċess talakkwisti f'isem l-Awtorità tal-Kuntratti;
xi. Jikkoordina l-implimentazzjoni ta' inizjattivi ekoloġiċi;
xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
xiii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	*Ministry for Energy, the Environment and the Regeneration of the Grand Harbour*	**GOVERNMENT OF MALTA** MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	*Assistant Manager*	
Duties and Responsibilities		

i. Assists in the management of transport and logistics within Ministry, supports Ministry Divisions, Directorates and entities, and maintains an appropriate liaison on matters of common interest;
ii. Proposes, implements and supervises systems and work practices that would entail the efficient and effective performance of duties in the field of transport and logistics;
iii. Assists and advices with regard to the upkeep and maintenance of moveable and immoveable assets at the Ministry;
iv. Coordinates, maintains records, follows-up and performs ancillary duties relating to bills, expenditure and other matters pertaining to Utilities and Rent, and administers financial and other resources efficiently particularly where the procurement of new assets is concerned;
v. Assists the Travel Section of the Ministry;
vi. Co-ordinates functions relating to stores and supplies at the Ministry Head Office, including purchasing, distribution, control, record-keeping and ancillary functions, and provides similar horizontal support to Ministry line departments as required by the Director;
vii. Helps in the management of the vehicles fleet and, where necessary, assists in the drawing up of a replacement plan for existing non-efficient vehicles, while attending to all maintenance and other requirements related to vehicles-fleet, including action related to leased/hired vehicles as necessary while monitoring fuel consumption of vehicles;
viii. Coordinates cleaning services on a corporate basis and assists on matters relating to Occupational Health and Safety;
ix. Manages and monitors progress on sites where the implementation of Ministry projects are underway;
x. Drafts tenders and requests for quotations as required by the Ministry and follow up on procurements process on behalf of the Contracting Authority;
xi. Co-ordinates the implementation of green initiatives;
xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
xiv. Any other duties as directed by the Principal Permanent Secretary.

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